REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS
AGREED-UPON PROCEDURES ENGAGEMENT
OF THE
FORMER EDMONSON COUNTY
PROPERTY VALUATION ADMINISTRATOR

For The Period July 1, 2006
Through April 30, 2007

CRIT LUALLEN
AUDITOR OF PUBLIC ACCOUNTS
www.auditor.ky.gov

Independent Accountant's Report

John R. Farris, Secretary, Finance and Administration Cabinet
The Honorable Benton A. Cowles
Former Edmonson County Property Valuation Administrator
Brownsville, Kentucky 42210

We have performed the procedures enumerated below, which were agreed to by the former Edmonson County Property Valuation Administrator (PVA), solely to assist you with the accountability for statutory contribution receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts for period July 1, 2006 through April 30, 2007. This engagement to apply agreed-upon procedures was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the former Edmonson County PVA. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. Procedure -

Determine if the PVA has a receipts ledger, a disbursements ledger, and reconciles bank records to books each month. Re-perform the year-end bank reconciliation (April 30, 2007), for all bank accounts, to determine if amounts are accurate.

   Finding -

The PVA maintained a receipts ledger, a disbursements ledger, and reconciled bank records to book each month. Auditor re-performed April 30, 2007 bank reconciliation and determined amount was accurate.

2. Procedure -

Confirm any and all payments by the city to the PVA. Compare recorded city receipts to confirmed payment amounts obtained from city governments. Also review the list of city receipts for completeness.

   Finding -

Recorded city receipts agreed to confirmed payment amounts obtained from city government. City receipts were complete.

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3. Procedure -

Confirm any and all payments made by the fiscal court to the PVA. Compare the budgeted statutory contribution by fiscal court to the legally required amounts calculated by the Department of Revenue. Trace the fiscal court payments from the fiscal court statutory contribution budget account to the PVA's local bank account.

   Finding -

The budgeted statutory contributions by fiscal court agreed to the legally required amounts calculated by the Department of Revenue. The payments from the fiscal court were traced to the PVA's receipts ledger.

4. Procedure -

Judgmentally select 15 disbursements from PVA records and agree amounts to cancelled checks, paid invoices or other supporting documentation. Determine if the expenditure is for official business. Review all credit card statements (if any) to determine if expenditures are for official business.

   Finding -

Disbursements tested agreed to cancelled checks and paid invoices and appeared to be for official business. Credit card statements were reviewed to determine that expenditures were for official business.

5. Procedure -

Compare capital outlay disbursements with cancelled checks, supporting documentation, and proper purchasing procedures. Verify the location of newly acquired assets. Determine if assets were added to the PVA's Capital Asset Inventory List.

   Finding -

There were no capital outlay disbursements.

6. Procedure -

Scan vehicle lease agreements, personal service contracts, and professional service contracts for cost schedules and compare to actual payments. Determine if services received were appropriate, for official business, and properly authorized.

   Finding -

The PVA had a service contract for a copier. The service contract cost schedule compared with the actual payments. Services received were appropriate for official business and were properly authorized.

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7.   Procedure -

Compare PVA's final budget to actual expenditures to determine if PVA overspent in any account series.

   Finding -

The PVA's actual expenditures did not exceed budgeted amounts in any account series or total budget.

8.   Procedure -

Determine whether collateral is necessary for the PVA's funds. If necessary determine if the PVA was sufficiently collateralized for the year and if a collateral agreement exists.

   Finding -

No collateral was necessary for the PVA's funds since amounts on deposits never exceeded the FDIC insurance limit.

9.   Procedure -

Determine whether timesheets are completed, maintained, and support hours worked.

   Finding -

Timesheets were completed, maintained, and support hours worked.

10. Determine whether cash balances were properly transferred from former PVA to new PVA.

   Finding -

Cash balances were properly transferred from the former PVA to the acting PVA.

We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on the receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the former Property Valuation Administrator and the Department of Revenue and is not intended to be and should not be used by anyone other than these specified parties.

   Respectfully submitted,

   Crit Luallen
   Auditor of Public Accounts

April 30, 2007